

## Library of Congress

## § 701.34

(3) *Government source.* In addition to the documents provided by the Superintendent of Documents for international exchange, the Library is entitled under 44 U.S.C. 1718 to requisition up to 25 copies of each publication issued by the Government Printing Office for use in its own collections. Other laws provide the Library with books for the blind and with publications deposited for copyright. Under a variety of arrangements the Exchange and Gift Division also acquires the official publications of the states, territories, and possessions of the United States for listing in its accessions list, the *Monthly Checklist of State Publications*, and for inclusion in its collections.

(4) *Transfer.* Libraries and other agencies of the Federal Government are encouraged to send to the Library for disposition soft or hard-bound books that are surplus to their needs in the following categories: (1) Novels and (2) Reference works (e.g. encyclopedias, directories, guides, such as Encyclopedia of Associations, The World of Learning, The Stateman's Yearbook, Books in Print, etc.) not older than three years. And not older than five years in: (1) Humanities (art, music, belles letters etc.); (2) History and area studies; (3) Social sciences (economics, politics, etc.); (4) Education; and (5) Science (agriculture, medicine, computer science, mathematics, physics, etc.). Such transferred materials are needed to fill gaps in the Library's holdings, for exchanges, to transfer to other Federal agencies, and to make available through the Surplus Books Program to qualified recipients. The Library's Exchange and Gift Division (E&G) requests notification at the earliest possible date of any government libraries that are scheduled to close or be substantially reduced. The Library also requests that shipments of 1,000 pounds or more be cleared with E&G in advance. The Library does not accept bound and unbound serials. Federal agencies should dispose of surplus serials, and other surplus library materials not specified above, in accordance with their agency's regulations governing the disposal of surplus materials.

(b) *Disposition of surplus books.* The Exchange and Gift Division has avail-

able at all times surplus books not needed by the Library for its own uses. These materials are made available for selection on exchange by eligible institutions, organizations, book dealers, and collections, and by donation to educational institutions (tax-supported or non-profit schools, school systems, colleges, universities, museums, and public libraries), non-profit tax-exempt organizations (section 501 of IRS Code) and public bodies (agencies of local, state, or national governments) in the United States. A public library is defined as "a library that serves free all residents of a community, district, state, or region, and receives its financial support in whole or in part from public funds."

(c) Inquiries concerning the programs relating to the acquisition of materials for the collections of the Library by non-purchase methods and the disposition of surplus materials should be addressed to: Chief, Exchange and Gift Division, Library of Congress, Washington, DC 20540.

[46 FR 35088, July 7, 1981. Redesignated at 46 FR 48663, Oct. 2, 1981, and amended at 51 FR 22075, June 18, 1986; 61 FR 49262, Sept. 19, 1996]

### § 701.34 Contracting officers.

Incumbents of the following positions are authorized to contract for materials and services on behalf of the Library of Congress and to execute contracts in the areas as specified below. The Librarian of Congress may further delegate contracting authority in specific situations.

Library officers	Area of contracting authority
The Librarian of Congress.	All areas.
The Deputy Librarian of Congress.	All areas.
The Associate Librarian of Congress.	All areas.
Associate Librarian for Management.	All areas except materials for the Library's collections.
Director, Congressional Research Service (CRS).	Agreements to procure experts or consultants (including stenographic reporters) pursuant to 2 U.S.C. 166(h)(2).
Assistant Librarian for Research Services.	Performance fees for readings, lectures, dramatic fees, and the Council of Scholars.
Director, Library Environment Resources Office.	Rental/space agreements with Government agencies.

Library officers	Area of contracting authority
Director, Acquisitions and Overseas Operations, Processing Services.	Agreements for bibliographic services.
Director, National Library for the Blind and Physically Handicapped.	Collection materials for the Library's blind and physically handicapped program.
Director of Publishing.	Agreements directly related to publications of the Publishing Office.
Chief, Procurement and Supply Division.	All areas except materials for the Library's collections.
Chief and Assistant Chief, Order Division.	Purchased materials for the Library's collections.
Chief and Assistant Chief, Exchange and Gift Division.	Agreements involving all non-purchase materials for the Library's collections (exchanges, gifts, deposits, and so forth).
Chief, Financial Management Office, and Budget Officer.	Interagency agreements, entertainment, performance of services by the Library and interdepartmental charges.
Chief, Manuscript Division.	Agreements involving the Library's literature programs (nonappropriated funds).
Chief, Music Division.	Agreements involving the Library's music programs (nonappropriated funds).
Exhibits Officer ..... Staff Training and Development Officer.	Agreements involving loans of exhibits. Training agreements with educational institutions.

[52 FR 34383, Sept. 11, 1987]

**§ 701.35 Credit and recognition policy on the use of the library name, seal, or logo.**

(a) *Purpose.*

The purpose of this section is to assure that the Library of Congress is properly and appropriately identified and credited as a source of materials in publications that rely on Library resources, so that the public may know that the resources in its national library are being used productively in fulfillment of its mission.

(b) *Definitions.*

(1) *Publication* means any tangible expression of words or thoughts in any form or format, including print, sound recording, television, optical disc, software, online delivery, or other technology now known or hereinafter created. It includes the whole range of tangible products from simple signs, posters, pamphlets, and brochures to books, television productions, and movies.

(2) *Internal Library publication* means a publication over which any unit of

the Library has complete or substantial control or responsibility.

(3) *Collaborative publications* means those in which any unit of the Library is providing more than routine assistance. The assistance may be pursuant to a formal agreement or may simply be an extensive courtesy.

(4) *Commercial publications* means those known or likely to involve subsequent mass distribution, whether by a for-profit or not-for-profit organization or individual.

(5) *Noncommercial user* means an individual whose publication includes a significant number of Library references, but the intended purpose of which is personal, scholarly, or non-commercial.

(6) *Official Library logo* means any official seal of the Library.

(c) *Credit and recognition policy.*

(1) The name "Library of Congress," or any abbreviation thereof, is used officially to represent the Library of Congress and its programs, projects, functions, activities, or elements thereof. In addition, the Library recognizes that its name may be used informationally by others in publications. Except as provided for in this part, however, the use of the Library's name, explicitly or implicitly to endorse materials in any publication, is prohibited.

(2) The Library of Congress seal symbolizes the Library's authority and standing as an official agency of the U.S. Government. As such, it shall be displayed only on official documents or publications of the Library. The seal of the Library of Congress Trust Fund Board shall be affixed to documents of that body as prescribed by the Librarian of Congress. Procedures governing the use of any other Library of Congress logo are set out in paragraphs (c)(3) through (c)(10) of this section.

(3) Questions regarding the appropriateness of the recognition or credit shall be referred to the Public Affairs Office.

(4) *Internal Publications.* Each internal Library publication shall include a copy of an official Library logo in a position, format, and location suitable to the particular media involved. The logo may be alone or in addition to an approved unit or activity logo, but